



DELTA REGIONAL AUTHORITY

REQUEST FOR PROPOSALS

INNOVATIVE READINESS TRAINING

Questions concerning this RFP must be received by email to
Christina Wade at cwade@dra.gov
no later than 12:00 p.m. CST on November 28, 2022.
DRA reserves the right to not answer questions received after that time.

Proposals are due on or before December 19, 2022 at 5:00 p.m. CST.

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Section I: Background

Delta Regional Authority

DRA was created by Congress by the *Delta Regional Authority Act of 2000*, as amended, and is comprised of 252 counties and parishes within the eight states of Alabama, Arkansas, Illinois, Kentucky, Louisiana, Mississippi, Missouri, and Tennessee.

DRA is designed to remedy severe and chronic economic distress by stimulating economic development and fostering partnerships that will have a positive impact on the Region's economy by improving the health of our citizens, training a competitive workforce, investing in 21st century infrastructure, and supporting our small businesses and entrepreneurs. The Authority's enabling legislation can be found in the *Delta Regional Authority Act of 2000*, as amended.

DRA's mission is to innovate, partner, and invest to build community capacity and strengthen economic growth in the Delta region. DRA funds projects to address the three goals identified in the Authority's Regional Development Plan III (RDP III):

1. Improved Workforce Competitiveness: Advance the productivity and economic competitiveness of the Delta workforce.
2. Strengthened Infrastructure: Strengthen the Delta's physical, digital, and capital connections to the global economy.
3. Increased Community Capacity: Facilitate local capacity building within Delta communities, organizations, businesses, and individuals.

Each year, DRA provides funding for nearly one hundred projects in the Delta region in areas such as transportation infrastructure, basic public infrastructure, workforce development, and small business development, community development, and entrepreneurship. These projects are estimated to create and retain thousands of jobs; improve local water and sewer systems; enhance talent pipelines through industry-driven workforce development; expand access to healthcare; improve the movement of goods and services; and provide technical and managerial assistance to emerging businesses and entrepreneurs.

The Delta Regional Authority is committed to improving health outcomes throughout the Delta region. Our belief is that health is an economic engine and will drive future economic growth. However, the growing incidence of chronic disease in Delta communities poses a threat to the lives, livelihoods, productivity, and economic vitality of the Delta region. DRA has dramatically expanded funding and programming to grow healthcare infrastructure to increase access to healthcare and expand the quality of equipment and services local healthcare centers can provide to Delta residents.

Additional information about the Delta region and DRA can be found at www.dra.gov.

Section II: Program Summary

Innovative Readiness Training

Throughout 13 years of partnership, the Delta Regional Authority (DRA) and the Department of Defense (DoD) have collaborated with community partners to bring the Innovative Readiness Training (IRT) program to the Mississippi River Delta and Alabama Black Belt regions. The IRT program delivers quality medical care, provided by licensed medical professionals serving in our active and reserve forces, to residents of rural communities that otherwise have little to no access to quality health care.

All these services are provided at no cost to the patients. IRTs operate in rural communities for a temporary time frame, typically 10-14 days, during which patients can receive general medical, dental, and optical care for themselves and their family members; all of which are high-demand health care needs in the Delta. Services are provided on a first-come, first-serve basis within communities that are underserved. In 13 years of partnership, DRA and DoD are proud to have delivered medical care to more than 90,000 patients in Delta communities.

The IRT program improves military readiness by providing trained military medical personnel with in-field emergency response training while simultaneously providing quality healthcare services to communities throughout the Delta region.

The IRT program leverages military contributions and community resources to multiply value and cost savings for participants. Communities typically provide temporary use of facilities where trainings are held as well as on the ground planning and ancillary support, while military units contribute personnel and training resources (equipment and supplies). Innovative Readiness Trainings produce mission-ready forces, civil-military partnerships, and stronger communities.

Additional information about Innovative Readiness Trainings can be found at: <https://youtu.be/qwvvVwuQJgY> and <https://irt.defense.gov/Community/>.

Section III: Request for Proposals

This Request for Proposal (“RFP”) solicits proposals from eligible organizations within the DRA region to partner with local community agencies and the Department of Defense to deliver the following Innovative Readiness Trainings:

1. Training Name: Northwest Arkansas Wellness Mission
Training Date: July 2023
Training Location: Yellville, Mountain Home, and Marshall, Arkansas
Anticipated Patient Load: 2,400
2. Training Name: Monroe/West Monroe Wellness Mission
Training Date: August 2023
Training Location: Monroe and West Monroe, Louisiana
Anticipated Patient Load: 6,082

Eligible organizations must be located within the **Service Area** where the Innovative Readiness Training will be held and must select only ONE training for proposal submission.

DRA is soliciting competitive proposals because it has determined that this process best serves the needs and interest of DRA and the public. As such, all potential applicants will be afforded full opportunity to submit proposals in response to this RFP.

No Organization or person shall be discriminated against on the grounds of race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law in consideration for an award issued pursuant to this RFP. DRA is committed to the principles of equal opportunity and the elimination of all vestiges of discriminatory practices that might exist.

Section IV: Award Information

1. Availability of Funding

2023 Innovative Readiness Training grant funds are available as follows:

DRA is making **\$100,000** available for Innovative Readiness Trainings.

DRA expects to make individual grant awards of up to \$50,000 per training. Applications for larger dollar requests per training will not be considered.

DRA reserves the right to negotiate the budget costs with the applications that have been selected to receive awards, which may include requesting that the applicant remove or adjust certain proposed costs.

2. Period of Performance

The period of performance for awards made under this program will be no more than 9 months, with an anticipated start date of January 16, 2023, for all grantees.

Section V: Eligible Organizations

Eligible organizations include domestic public, private, and non-profit organizations, including tribes and tribal organizations, faith-based and community-based organizations, and accredited domestic institutions of higher education including public or private non-profit educational entities, such as four-year colleges and universities, community colleges, technical colleges, vocational schools, Historically Black Colleges and Universities (HBCUs), Hispanic Serving Institutions (HSIs), and Tribal Colleges and Universities (TCUs) located within Delta Regional Authorities congressionally mandated footprint. A map of DRA's footprint can be found at <https://dra.gov/about-dra/map-room/>.

Section VI: Service Area

Eligible organizations must be located within the service area where the Innovative Readiness Training will be held and must select only ONE training opportunity.

The service areas are based upon natural geographic boundaries and rural population size. Alabama has a single service area that encompasses all of the rural DRA counties in the state.

Northern Service Area:

State	Counties
Illinois	Alexander, Franklin, Gallatin, Hamilton, Hardin, Jackson, Johnson, Massac, Perry, Pope, Pulaski, Randolph, Saline, Union, White
Missouri	Butler, Carter, Crawford, Dent, Douglas, Dunklin, Howell, Iron, Madison, Mississippi, New Madrid, Oregon, Ozark, Pemiscot, Perry, Phelps, Reynolds, Ripley, Ste. Genevieve, St. Francois, Scott, Shannon, Stoddard, Texas, Washington, Wayne, Wright
Kentucky	Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Hickman, Hopkins, Livingston, Lyon, Marshall, McCracken, McLean, Muhlenberg, Todd, Trigg, Union, Webster

Central Service Area:

State	Counties
Arkansas	Arkansas, Ashley, Baxter, Bradley, Calhoun, Chicot, Clay, Cross, Dallas, Desha, Drew, Fulton, Grant, Greene, Independence, Izard, Jackson, Jefferson, Lawrence, Lee, Lincoln, Lonoke, Marion, Mississippi, Monroe, Ouachita, Phillips, Poinsett, Prairie, Randolph, St. Francis, Searcy, Sharp, Stone, Union, Van Buren, White, Woodruff
Mississippi	Attala, , Bolivar, Carroll, Coahoma, Grenada, Holmes, Humphreys, Lafayette, Leflore, Montgomery, Panola, Quitman, Sunflower, Tallahatchie, Tiptah, Tunica, Union, Washington, Yalobusha
Tennessee	Benton, Carroll, Chester, Decatur, Dyer, Gibson, Hardeman, Hardin, Haywood, Henderson, Henry, Lake, Lauderdale, Madison, McNairy, Obion, Tipton, Weakley

Southern Service Area:

State	Parishes/Counties
Louisiana	Acadia Parish, Allen Parish, Ascension Parish, Assumption Parish, Avoyelles Parish, Beauregard Parish, Bienville Parish, Caldwell Parish, Catahoula Parish, Claiborne Parish, Concordia Parish, East Carroll Parish, Evangeline Parish, Franklin Parish, Jackson Parish, Jefferson Davis Parish, Lafourche Parish, LaSalle Parish, Lincoln Parish, Madison Parish, Morehouse Parish, Natchitoches Parish, Plaquemines Parish, Pointe Coupee Parish, Rapides Parish, Red River Parish, Richland Parish, James

	Parish, Landry Parish, St. Martin Parish, St. Mary Parish, Tangipahoa Parish, Tensas Parish, Union Parish, Washington Parish, West Carroll Parish, West Feliciana Parish, Winn Parish
Mississippi	Adams, Amite, Claiborne, Copiah, Covington, Franklin, Issaquena, Jasper, Jefferson, Jefferson Davis, Lawrence, Lincoln, Marion, Pike, Sharkey, Smith, Walthall, Warren, Wilkinson, Yazoo

Eastern Service Area:

State	Counties
Alabama	Barbour, Bullock, Butler, Choctaw, Clarke, Conecuh, Dallas, Escambia, Greene, Macon, Marengo, Monroe, Perry, Pickens, Sumter, Washington, Wilcox

Section VII: Roles of Responding Organizations

Key roles and responsibilities of responding Organizations will include but not be limited to:

- Identify, contact, and confirm a support system of community partners
- Ensure community support and active engagement; from training pre-planning to training execution
- Host monthly, bi-weekly, and weekly meetings with confirmed community partners
- Coordinate on-site participation of community partners for each day of the training
- Ensure that community partners are on-site and on-time during scheduled volunteer times. On-site volunteer commitments include:
 - Welcoming patients upon arrival
 - Escorting patients from waiting area to training area
 - Assisting patients in completing forms as needed
 - Distributing eyeglasses when patients return to pick-up
- Ensure the availability of meeting space for military and community planning meetings
- Attend on-site planning meetings with DRA, DoD, and community partners. These meetings include but are not limited to:
 - Interim Planning Meetings as Needed
 - Mid Planning Meeting
 - Final Planning Meeting
 - Closing Ceremony
- Ensure community partner participation during on-site planning meetings. These meetings include but are not limited to:
 - Interim Planning Meetings as Needed
 - Mid Planning Meeting
 - Final Planning Meeting
 - Closing Ceremony
- Successfully market the training; engaging and securing local and regional media presence before the training, during the training, and post-training
- Establish a resource center to be located at the training site during each day. The resource center should offer information regarding access to follow-up medical care as well as other

local support services. Local social service agencies, community action agencies, and health care agencies should be in attendance each day of the mission.

- Schedule and coordinate military team building events during the training (i.e., games, events with community)
- Work with DoD to secure use of forklift for equipment set-up and equipment take-down (forklift specifications will be determined by DoD)
- Coordinate with local healthcare facilities to provide bio-hazard waste disposal (sharps containers, red bags, and amalgam) produced during the training.
- Secure site for post-training pick-up of eyeglasses (preferably at an optometrist's office)

Section VIII: Application Review Information

DRA has instituted a technical review process to provide for an objective review of applications.

Criterion	Points (maximum)
Experience	
<p>The proposal should describe the Organization's experience collaborating and engaging with local, state, and federal agencies to directly plan and deliver robust events and services to communities in the Delta Region.</p> <p>The qualifications of staff/faculty that will be involved in program delivery shall also be provided.</p>	30
Local Engagement	20
<p>The responding organization must provide letters of engagement from 3 local partnering agencies. Letters of engagement must detail:</p> <ol style="list-style-type: none"> 1) The role of the partnering agency in the Innovative Readiness Training. 2) A statement of commitment to participate in Innovative Readiness Training planning activities. 3) A summary of the agency's experience working directly with local, underserved populations. 	
Work Plan	20

The applicant must provide a detailed plan that outlines the tasks necessary to complete the roles and responsibilities outlined in Section VII.	
Project Outcomes	10
<p>The proposal must outline methods to achieve the pre-determined patient load outcome during the Innovative Readiness Training.</p> <p>The applicant must provide a sample form used to collect demographic information for each patient. The applicant must adhere to HIPPA.</p>	
Budget and Budget Narrative	10
The proposal must include a detailed categorical budget and budget narrative. The budget and budget narrative must demonstrate reasonableness, cost effectiveness, and must align with the roles and responsibilities of the responding organization.	
Equity Action Plan	5
The proposal should demonstrate strategic partnerships with one or more HBCUs, federally-recognized tribes, or other marginalized groups.	
Instructions	5
Organization must be willing to explicitly follow the instructions and guidelines outlined in Section IX of this RFP.	

Section IX: Submission Procedures

The deadline for submissions in response to this RFP is 5:00 p.m. CST, Thursday, December 19, 2022.

Please submit a PDF copy of your response to cwade@dra.gov.

Each Organization must submit a complete response (answer every information request) to this RFP, as failure to do so will result in immediate disqualification and cause the response to not be

scored. Further, the response must be signed by an authorizing officer of the responding Organization, and the response must include a statement as to the period for which the response remains valid, which must be at least 60 days from the date responses to the RFP are due.

Additionally:

- The proposal should not exceed 10 pages. Font must be Times New Roman and can be no smaller than 10 typeset.
- Supplemental information or background material, if any, must be restricted to appendices following the narrative. Up to additional ten (10) pages of supplemental material may be submitted, including curriculum vitae of key personnel.
- Pages should be numbered consecutively and identify the Organization on each.
- Each proposal should be accompanied by a title page specifying the name of the RFP being responded to (“Innovative Readiness Training”) followed by a submittal letter signed by an authorized officer of the responding Organization.
- Telephone or fax responses will not be accepted for this RFP;
- Responses or unsolicited amendments will not be accepted after the closing date and time;
- Submissions MUST be sent via email (cwade@dra.gov);

SECTION X: Review and Evaluation Process

The Authority’s selection committee (“the Committee”) will review and evaluate only the responses that meet the following threshold items:

- The Organization’s willingness to explicitly follow the Authority’s guidelines in this RFP;
- The experience and qualifications of both the Organization and its staff to be assigned to provide these services, regarding its described ability to successfully deliver the Innovative Readiness Training;
- Involvement and accessibility of the Organization’s staff to be assigned to these services;
- The Organization’s commitment to the Delta region;
- The Organization’s location within the DRA eight-state region; and
- The Organization’s answers to the information requests outlined in “submission requirements” above.

DRA will select the Organization based on the demonstrated competence, experience, knowledge, and qualifications of the Organization, as evaluated and proffered by the Committee.

DRA fully reserves the right to make this decision and the Authority’s decision on this matter is final.

SECTION XI: General Disclosures

The 2023 IRT program awards will be made only to the extent that funds are available. Publication of this RFP does not obligate DRA to award any specific grant or cooperative agreement or to obligate all or any part of available funds.

This RFP does not commit DRA to award a contract, or to procure, or to contract for services or supplies. Notwithstanding any other provisions of the RFP, DRA reserves the right to award

grants, cooperative agreements or contracts to communities or regions that best meet the requirements of the RFP, and not necessarily to the lowest cost proposers. DRA solely reserves the right to accept or reject any or all responses received as a result of this request; to negotiate with all qualified sources; or to cancel in part or in its entirety this RFP if it is in the interests of DRA to do so.

Please note that DRA will not reimburse for any other costs associated with the preparation of a response to this RFP.

SECTION XII: RFP Terms and Conditions

This RFP is for the purpose of soliciting responses from organizations within the DRA region, including non-profits, institutions of higher education, and other stakeholders, qualified to coordinate key components of the Innovative Readiness Training Program, for the Authority.

No claim for adjustment of any provision of the RFP shall be honored after the proposal has been submitted on the grounds that the proposer was not fully informed as the existing conditions or circumstances or any other related matter. However, by this RFP, the Authority has not committed itself to employ an Organization for these services for any or all of the herein-described matters and the Authority reserves the right to decide such after receipt, review and evaluation of all responses.

Additionally, the Authority reserves the right to:

- Waive or amend any portion of this RFP by written notice to all Organizations;
- Negotiate all elements that comprise the information with the Organization (s) to ensure that the best possible considerations are afforded to all concerned;
- To waive any irregularities;
- Reject any and all responses to this RFP;
- Select Organization(s) for specific purposes or for any combination of specific purposes; and
- Defer the selection of any Organization(s) to a time of the Authority's choosing.

Additionally, DRA encourages responses utilizing joint ventures of any two or more Organizations, or sub-contractors by a single Organization, as long as the response clearly:

- Identifies the lead principal who will bear the responsibility for the contract for services with the Authority; and
- Describes its proposed measures of quality control for itself and its joint-venture partners and/or its sub-contractors sufficiently to satisfy the Authority.

Warranty and Independence

Organizations must warrant that no sums or anything of value has been or will be paid directly or indirectly to any officer or employee of DRA such as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor, or consultant to the institutions in connection with any work compensated or performed.

DRA cannot and does not make any representatives or warranties with regard to the information, data, documentation, and material conveyed in this RFP or otherwise provided by DRA. Organizations shall conduct their own independent investigations and analysis and make their own assessments, judgments, and decisions regarding this opportunity.

Board and Staff Communication

Under no circumstances shall any entity intending to respond to this RFP contact any member of the Authority or DRA staff with the purpose of influencing the RFP process. All RFP related communication should be directed to Christina Wade, the point of contact, during this process. Failure to comply with this requirement will result in immediate disqualification.

Period of Contract

While the contract will be offered for a term of 9 months, contingent upon, among other things, availability of funds, continued need, and satisfactory performance of services. At all times, the Organization will serve at the will and pleasure of the Authority.

Cost of Developing and Submitting Response

DRA shall not, under any circumstances, be liable or responsible for any costs or expenses incurred by any Organization in preparing and/or submitting a response associated with proposals including, but not limited to, research, investigation, development, preparation, transmittal, or presentation of proposals or any related information, data documentation, and material. All costs and expenses incurred by the proposers in connection with these proposals submitted shall be the sole responsibility of the proposers.

Acceptance of RFP Content

Some of the contents of this RFP and the response submitted may be incorporated by reference in any final contract resulting from this RFP.

Facilities

DRA reserves the right to inspect each Organization's facilities at any time without prior notice.

Assignment and Delegation

Any contract issued pursuant to this RFP is not assignable, nor may be delegated, except with the prior written approval of the Authority.

Property

All responses become the property of DRA upon receipt. DRA has the right to use any and all ideas or adaptations of the ideas contained in any response received in this RFP. Selection or rejection of the response will not affect this right.

Proprietary Information

If an Organization does not desire certain proprietary information in its response disclosed, the Organization is required to identify all proprietary information in the response, which identification shall be submitted concurrently with the response. If the Organization fails to identify proprietary information, it agrees by submission of its response that all parts of all

responses shall be deemed non-proprietary and will become public documents upon completion of the RFP process.

Governing Law

The Delta Regional Authority is a federal agency and therefore any agreement pursuant to this RFP shall be governed by and construed in accordance with federal laws and any litigation with respect thereto shall be brought in federal courts.